

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

Associate Accountant
Bureau of Finance & Administration

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Department of Transportation employees on a current examination list.
Location: Headquarters in Newington, CT
Job Posting No: 101401
Hours: 8:00 am to 4:30 pm
Salary: AR-26: \$69,891.00 to \$89,888.00
Closing Date: September 7, 2012

Eligibility Requirement: This is an internal promotional or lateral transfer opportunity for a qualified Department of Transportation employee. Candidates must have applied for and passed the Associate Accountant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. Department employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Preferred Knowledge and Experience: Considerable knowledge of and experience with CORE-CT project costing and financial general ledger, as well as familiarity with the capital budget process.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of professional accounting principles and practices including governmental accounting and budgeting; interpersonal skills; oral and written communication skills; considerable ability to analyze and evaluate financial records, methods and procedures; ability to devise and install accounting procedures and systems; some supervisory ability.

EXPERIENCE AND TRAINING:

General Experience: Seven (7) years of experience in accounting or auditing.

Special Experience: One (1) year of the General Experience must have been at the level of Accountant, Auditor or Accounts Examiner with responsibility for the exercise of independent analysis and judgment in the application of professional accounting principles and practices.

Substitutions Allowed:

1. College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in accounting may be substituted for one (1) additional year of the General Experience.
3. Certification in any of the following may be substituted for one (1) additional year of the General Experience: Certified Public Accountant, Certified Internal Auditor

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Associate Accountant positions in the Bureau of Finance and Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, Application for Employment (CT-HR-12) and copies of last two (2) service ratings by September 7, 2012 to:

**Connecticut Department of Transportation
Ms. Nancy Kycia
Bureau of Finance & Administration
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-2410
Email: Nancy.Kycia@ct.gov**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

